



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

AMSAC-RM-HR

3 December 2010

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
MILITARY EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 602.4 –
Military Leave and Pass Policy

1. Reference Army Regulation 600-8-10, Leaves and Passes, 15 February 2006.
2. This guidance establishes policy and administrative instructions concerning military leave and passes. The frequent use of leave and passes will provide a positive contribution to morale, level of performance and career motivation. I encourage all service members to use their authorized leave to the maximum extent possible to prevent any loss of leave at the end of the fiscal year; however, leaders must use care to prevent misuse of leave.
- 3 Explanation of Terms.
 - a. Leave Accrual. Service members on active duty earn 30 days of leave a year with pay and allowances at the rate of 2-1/2 days a month.
 - b. Regular Pass. This is a short, nonchargeable, authorized absence from the place of duty during normal duty hours. A regular pass period will not exceed 3 days in length. For example, a service member may depart on a regular pass on Friday after duty hours and must return at the start of the duty day on Tuesday.
 - c. Special Pass. Special passes are 3 and 4 days.
 - (1) A 3-day special pass normally begins at the end of the duty day and ends with the start of a normal duty day on the 4th day after the absence. The 3-day special pass may be Tuesday, Wednesday and Thursday, depending on duty requirements.
 - (2) A 4-day special pass must include at least 2 consecutive nonduty days. For example, the service member may depart on a 4-day special pass on Friday after duty hours and must return at the start of the duty day on Wednesday.
4. Responsibilities. The Commanding General has delegated maintenance and oversight of the Command's military leave and pass policy to the Deputy Chief of Staff, G1/8, Human Resources Office.

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5. Procedures.

a. DA Form 31, Request and Authority for Leave, will be digitally signed and electronically submitted for approval. Ensure all requested information is accurately completed, especially leave address (block 6); number of leave days requested (block 9b); and from and to dates (blocks 10a and 10b). In block 6, provide a good point of contact address and telephone number in an event such as recall, emergency or mission requirements.

b. Once the Commanding General/Chief of Staff signs approving the leave, submit the form to the Human Resources Office for processing.

c. Soldiers must justify requests for extension of leave prior to the end of the return to duty date. The Chief of Staff is the approving authority for leave extensions up to 30 days.

Note: Remember that when submitting your request for leave, you are certifying that you have sufficient days accrued, you have the funds necessary to cover all the travel costs and that you will return on time.

d. Soldiers will use DA Form 31 to request passes. The form requires concurrence of the Supervisor, Sergeant Major and Chief of Staff; and the Commanding General is the final approving authority.

e. Soldiers will submit requests for emergency leave with or without American Red Cross verification. Service members are capable, mature and responsible individuals whose requirements for emergency leave we will consider on their merits. If in doubt, the verification through the Field Director from the American Red Cross will be necessary. For OCONUS-stationed soldiers, American Red Cross verification is essential.

(1) The Commanding General may authorize service members up to 30 days for emergency situations within the immediate family (parents, stepparents, spouse, children, stepchildren, sisters, stepsisters, brothers, stepbrothers and only living blood relative) of either the service member or the service member's spouse.

(2) A person "in loco parentis" is one who stood in place of a parent to the service member or the service member's spouse for 24 hours a day for at least 5 years before the service member or the service members' spouse became 21 years of age. The service member must sign a statement verifying "in loco parentis."

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6. Geographically separated units may supplement this policy accordingly; in doing so, ensure a copy of the supplement is coordinated with the Human Resources Office.
7. This is a new policy memorandum.



CHRISTOPHER TUCKER
Brigadier General, USA
Commanding